January 15, 2020

TO : All Respondents
FROM : Beverly Hills Unified School District
RFQ : RFQ No. 19-20-002 Commissioning Services
SUBJECT : Addendum No. 1

The following changes, omissions, and/or additions to the Project Manual shall apply to proposals made for and to the execution of the various parts of the work affected thereby, and all other conditions shall remain the same.

Careful note of the Addendum shall be taken by all parties of interest so that the proper allowances may be made in strict accordance with the Addendum, and that all parties of interest shall be fully advised in the performance of the work which will be required of them.

Respondents shall acknowledge receipt of this Addendum in the space provided below and include with the SOQ. Failure to do so may subject to disqualification.

In case of conflict between Drawings, Project Manual, and this Addendum, this Addendum shall govern.

Answers to all RFIs are shown in RED below.

RESPONSE TO BID RFI

1. **RFI No. 01:**
   a. Is there a preferred vendor list requirement prior to bidding?
      
      **Answer:** No. There is not a short list, we are in process of receiving RFQs for these services.

   b. Is there a Commissioning Specification available? If so can you please share.
      
      **Answer:** RF Link: [https://www.bhusd.org/apps/news/article/1141133](https://www.bhusd.org/apps/news/article/1141133)

   c. Will there be a Pre-Bid Meeting?
      
      **Answer:** No.
2. **RFI No 2:**
   a. We understand this is an RFQ with a required fee schedule, but Pg. 19 of the document under Tab 8 states as follows “**Include a schedule of all tests that may be required and associated fees**” this is typically included in an RFP. Is the intent for this to encompass both RFQ and RFP requirements?

   **Answer:** No. Please provide your typical fee schedule that includes services being rendered.

   b. Could you provide the proposed construction schedules?

   **Answer:**
   El Rodeo School approximate start date is October 2019. Completion date is approximately April 2022
   BHHS B1/B2 approximate completion date is April 2021
   BHHS B3/B4 approximate start date is February 2021. Completion date is approximately February 2023

   c. Confirm Specification Pg. 38 “**Part 3 Execution 3.07 Commissioned Systems**” matrix note column refers to Pg. 39 Level 1 through 5 and the proposed Commissioning sampling should follow the listed descriptors within each Level.

   **Answer:** Confirmed. “Note” = “Level”

3. **RFI No. 3:**
   a. Are there any binding preferences for our submittal?

   **Answer:** Per page 8 of the RFQ documents, “**The DISTRICT requires** three (3) sealed bound hard copies (one original and two copies) and one electronic copy (on a flash drive) delivered to:

   Beverly Hills Unified School DISTRICT  
Purchasing Department  
255 South Lasky Drive  
Beverly Hills, CA 90212  
Ref.: RFQ No. 19-20-002 Commissioning Services”

   b. Page 7, “Functional Acceptance Testing Phase” items 4 and 5, list fire smoke evacuation and envelope acceptance tests. Attachment A, 01 9113, 3.07 (Pp. 38-39) does not list these systems. Please confirm if fire smoke and envelope systems will be part of the scope of work.

   **Answer:** Yes. Please provide pricing for these items individually.

   c. The RFQ provides forms in Attachment B and C. Do you want these forms to be included in our response? If so, in what section shall we include them?

   **Answer:**

   1. Page 8 of the RFQ states, “**The DISTRICT requires the CONSULTANT team to include in its SOQ a financial interest certification stating that no member of the team has had any financial interest or business relationship with the DISTRICT board**”
members or staff. By submitting this certification, the CONSULTANT agrees to the posting of this information to the public through the SOQ. Refer to Attachment “B”.

2. Attachment C is not required to be included in your SOQ.

d. Does the District desire price proposals for the 4 projects listed in Attachments E-H?

   Answer: No. These are for reference only. Per page 8 of the RFQ, “The DISTRICT intends to establish a shortlist of CONSULTANTs through review of the SOQs received. Subsequent to establishing the shortlist, the DISTRICT plans to enter into negotiations for the purpose of entering in an Agreement with one or more of the selected CONSULTANTs. Upon the execution of agreements with CONSULTANTs, as the DISTRICT identifies the need for the Services, the DISTRICT will request fee proposals from the approved CONSULTANTs for one or more specific project(s). Upon selection of CONSULTANT(s) to perform the required services, the DISTRICT will issue an Agreement for each individual or group of projects. The Agreement will show a total fee for CONSULTANT services, specific details of the project and line items that specify the services to be provided by the CONSULTANT. The DISTRICT anticipates issuing numerous Agreements in order to meet the overall needs of the DISTRICT.”

4. **RFI No. 4:**
   Page 6 Scope of Services do not list Retro-Commissioning and Recommissioning but Page 14 of the PDF Section 2 – Scope of Services and Submission Requirements lists Retro-Commissioning and Recommissioning. Will Retro-Commissioning and Recommissioning be part of the scope of services for this RFP?

   **Answer:** Awarded Commissioning Agency will be a participant in the Construction Phase of work, included but not limited to Submittal/RFI/Site & Field Review Processes.

5. **RFI No. 5:**
   a. **Section 2 – Organization of the Statement of Qualifications, Page 19. Tab 8 – Fee Schedule** states that we are to include a proposed schedule of all tests that may be required and associated fees. Since each project scope, its systems, and the level of expertise required vary, can you provide additional detail regarding what we are to provide to satisfy this requirement?

   **Answer:** No. Please provide your typical fee schedule that includes services being rendered.

6. **RFI No. 6:**
   Would you consider removing the requirement of “three (3) sealed bound hard copies (one original and two copies)”?

   **Answer:** No.

7. **RFI No. 7:**
   a. Do we include Attachment B in the proposal?
      Financial Interest Certification

      **Answer:** See RFI 3.c.

   b. Do we include Attachment C in the proposal?
Consultant Fingerprinting Requirements

Answer: See RFI 3.d.

c. Consultant’s Sub Consultant Certification

Answer: Not required with SOQ.

d. Is there a page limit? None specified in the RFQ other than a 2-page max for Letter of Interest.

Answer: No SOQ max page limit.

e. Should a scope be submitted on Exhibit A or is this page for “reference”?

Answer: Exhibit A is part of the Agreement. Not to be included with your SOQ

f. Should schedule be submitted on Exhibit A or is this page for “reference”?

Answer: Exhibit A is part of the Agreement. Not to be included with your SOQ

g. Exhibit B asks for a work schedule. Can approx. construction start/end dates be provided in order to provide a draft commissioning milestone schedule?

Answer: Exhibit B is part of the Agreement. Not to be included with your SOQ

h. Should proposed hourly rates be submitted on Exhibit C or is this page for “reference”?

Answer: Exhibit C is part of the Agreement. Not to be included with your SOQ

i. Should the submittal be double sided or single sided?

Answer: The District has no preference.

j. RFQ section Organization of the Statement of Qualifications tab # 8 states “Include a proposed schedule of all tests that may be required and associated fees.” Please clarify we should include a complete project fee under tab # 8 for each project, or only fees for testing process of each project. Also clarify if a “schedule of all tests) shall be a list of the systems, or a breakdown of the level / type of test for each system.

Answer: No. Please provide your typical fee schedule that includes services being rendered.

8. **RFI No. 8:**

Does this project have any **Union requirements**?

Answer: All projects require Prevailing Wage.

END OF ADDENDUM NO. 1
Please confirm receipt of Addendum No. 1 by date and signature and include in your SOQ.

________________________________________________________________________

Company Name

Signature       Date